

# Online Renewal Instructions

Go to website <http://finance.ky.gov/dop>

Click on board you are licensed under on left side of page

Click on online renewal in middle of page

Click on license renewal on bottom of page

Key in Social Security Number

Key in license number

Click on renew license

Change any necessary information such as: address, phone number, email address, etc.

Click on edit continuing education at bottom of page

Click on edit on right of page

Key in information requested

Course name

Beginning date (**must be within your current licensure period**)

Course sponsor

Click on update at beginning of line

Click on new continuing education to add more CEU's

Continue above until you have entered the required amount of continuing education for your license. (If you have questions regarding required amount please review the laws and regs which are also available on the same website)

After you have entered the required amount click finished this will take you to the payment screen

**Please note: If the 90-day grace period for renewal has passed you may NOT renew on-line. You will need to submit a renewal form, payment, and late fee to this office. Please contact your board administrator at (502) 564-3296, Ext. 239.**

If your renewal states that you have been audited you will be required to submit copies of your continuing education certificates for your board to review and approve.

## **If sending via regular mail:**

LPC Board

P.O. Box 1360

Frankfort, KY 40602

## **If sending via overnight mail:**

LPC Board

911 Leawood Drive

Frankfort, KY 40601